



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

Susan L. Rahr, Executive Director

19010 1st Avenue South • Burien, WA 98148 • Phone: 206/835-7300 • www.cjtc.state.wa.us

April 1, 2014

Re: Instructor Development

Dear Participant:

Thank you for registering for the WSCJTC Instructor Development Course. The instructors look forward to working with you during this challenging but rewarding week. To help you prepare for this course, I've put together an overview of what the week will include.

This class requires a high level of student participation. During the week, you will develop and deliver three (3) separate presentations on *job-related topics*. Students in previous classes have selected a wide variety of topics. You will be expected to present on at least one theory-based and one skills-based topic.

Theory-based lessons are information-oriented; they impart facts, knowledge, and factors in decision making. Some examples of previous students' theory based topics have included types of contraband, elements of a crime, dispatch prioritization, investigative protocols, types of counterfeiting, and flight-or-fight indicators.

Skills-based lessons are action-oriented; they teach how to physically complete a task. Topics might include cell searches, control techniques, defensive tactics moves, calibrating a piece of equipment, and chair exercises. Skills-based lessons have distinct steps that are followed in the performance of the skill.

The instructors will pre-approve topics in class and will evaluate each presentation. Some time has been built into the schedule to allow you to prepare for these presentations, however, please anticipate spending time outside of class preparing the presentations and doing other homework. **Proper dress for delivering your presentations is business attire.** Please consider these commitments prior to attending class.

Materials you are required to provide:

- easel chart markers in various colors
- easel paper
- 4GB (or larger) secure digital (SD) card (small flat card used in cameras).

Other Materials that may help:

- Laptop
- Multimedia projector (if you plan to use PowerPoint),
- Portable printer
- Training aids, props you would be using in a classroom presentation (for your preferred topic areas *if approved*).

Again, these are not required items.

If you have any questions or need clarification on anything, please contact me.
Thank you for your attention and cooperation.

Sincerely,

Bob Graham
Program Manager, CIT, School Safety and Specialized Programs
Advanced Training Division
Washington State Criminal Justice Training Commission
Desk: 206-835-7302
Blackberry: 206-786-4401
e-mail: bgraham@cjtc.state.wa.us

Revised Feb 2014